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WE ARE HIRING!

Position Title: **IT Project Management cum Procurement Specialist (3-month contract)**

Reports to: IT Director

Department: Information Technology

Deadline: Open until filled

Employment Type: **Project-based in three months** with possibility of extension

Number of recruits: 1 (one)

Help us reimagine the University.

We are Fulbright University Vietnam (“Fulbright”), Vietnam’s first independent, non-profit, liberal arts university. We are an expanding international team of educational innovators, with deep roots in Vietnam, strong political and financial backing, and connections to educational institutions around the world. We believe in the power of collaboration, transdisciplinary thinking, and risk-taking, and we understand that effective education requires putting students at its center. Globally integrated but deeply embedded in Vietnamese society, Fulbright is dedicated to providing a world-class education, utilizing the latest advancements in institutional design, teaching, learning, technology, and other fields to create an institution that is both innovative and globally relevant. Importantly, Fulbright is committed to serving Vietnamese society through rigorous research and responsible civic engagement.

Our flagship campus will be located in Saigon Hi-Tech Park, in Ho Chi Minh City (District 9). Until phase 1 of campus construction is completed, we are located at Crescent Plaza, Tan Phu, in Ho Chi Minh City (District 7).

About the IT Department

In IT department, we passionately employ new technology, foster creativities, and innovations to keep improving teaching & learning experience, as well as optimizing business operational processes.

To ensure success in our team, you should be able to proactively identify opportunities for process optimization and/or improving student’s learning experience. You should be able to do it even without or before being reached by the users.

Roles and Responsibilities

We are working on a project that we source, procure equipment and implement digitally enhanced classrooms, recording studio, digital library and some other activities. We need a project based contracted specialist to help in the role of project management and procurement/sourcing.



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This role is the key for us to successfully implement the project on time and being compliant with all applied policies and procedures.

The roles and responsibilities of the **IT Project Management cum Procurement Specialist** includes but is not limited to:

- Manage project to ensure timely deliverables
- Reviews and modifies, as needed, specifications, purchase orders, contracts, change orders and related documents
- Determine the lowest cost for products/materials
- Track and record orders
- Receive orders and document arrivals
- Source and interview vendors; negotiate contracts and costs
- Prepare bidding documents, requisitions, and purchase orders
- Organize and schedule procurements in a timely manner
- Operate equipment and follow all safety procedures
- Communicate verbally and in writing with vendors, team members, and stakeholders

What we look for

- **Education and Experience:**
 - A bachelor's degree in procurement, business, finance, or related field
- **Knowledge, Skills and Abilities:**
 - Proven previous professional experience in procurement and sourcing
 - Experience in international bidding process and regulations
 - Good command in English and Vietnamese, especially in procurement, sourcing, project management.
 - Experience in project management is a plus
 - Experience in industry procedures, costs, and terms
 - Proficient computer skills, including Microsoft Office Suite
 - Able to multitask, prioritize, and manage time efficiently

What we offer

- Opportunity to be one of passionate team members who share the same belief in the transformative power of education and see the unique opportunity in creating a new university.
- Opportunities to participate in public talks, workshops, seminars, as well as other fun activities at Fulbright.
- A full network of supportive colleagues.
- A dynamic, innovative, and professional working environment.



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- Intensive English-speaking environment.
- Competitive salary and high-end insurance schemes.
- Generous annual leave entitlement.

How to Apply

- Please email a cover letter explaining your interest in and qualifications for the position along with your resume to jobs@fulbright.edu.vn.
- The position will remain open until filled.
- Only short-listed applicants will be contacted for further process.

